

NC ASSOCIATION OF SOIL AND WATER CONSERVATION DISTRICTS 2021 Virtual Annual Meeting

To: District Supervisors, Partners and Friends
Re: Registration for the Virtual Online 77th Annual Meeting of the
North Carolina Association of Soil and Water Conservation Districts

I would like to invite everyone to the virtual 77th Annual Meeting of the North Carolina Association of Soil and Water Conservation Districts. For complete meeting information, please visit the website – http://www.ncagr.gov/SWC/professional_development/NCASWCDAnnualMeeting.html. Below are a few details to help you with plans and registration:

1. Due to the uncertainties of COVID-19, our desire to not put any of our attendees at risk and potential budget issues facing Districts, we will hold the meeting via web conference.
2. The **registration form is available online**. Please complete the registration form indicating that you plan to attend and submit. Additional detailed instructions on completing this form are attached. In addition to payment by check, we are offering online payments by credit card (*through PayPal – you do not have to have a PayPal account to take advantage of this payment option*). **Please note, the Executive Committee has determined that where online registrations are not confirmed with payment by December 15 (for checks, postmark date), registrations will be cancelled (excluding registrations that are expected from government check or payment)**. The Executive Committee has determined that all attendees (except spouses, guests of the NCASWCD, and other visitors) will be expected to pay registration fees. The pre-registration deadline is December 15, 2020.
3. **Registration is \$35.00** to assist with costs associated with the virtual meetings. These costs include software and program purchases needed to conduct the business session of the meeting. Additional expenses include printing and supplies. Voting will be done electronically and participants must register to be assigned access to the meeting. Please provide a valid email address to have online access emailed to you. Supervisors will be provided an individual code to be used for the voting portions of the meeting that will be emailed individually.
4. The meeting will be conducted over a 2 half-day schedule on January 4th and 5th 2021 starting at 8:30 am both days and running until noon.
5. The agenda will be greatly condensed due to the time limits established. Training credit hours will be offered for some portions of the meeting and will be reflected in the agenda.
6. Programs normally conducted by the NCASWCD Auxiliary and NC Conservation District Employees Association will not be held this year. We encourage everyone to continue their support of these valuable partners through donations and memberships.
7. Refunds will be granted for requests received by December 30, 2020 (a cancellation form is available on the website; please fill this out, print and return by email to the address listed on the form). Refund requests received after December 30 will require approval by the NCASWCD Executive Committee for emergency situations; please contact Kristina Fischer (910.352.7771) as soon as possible if you know you will not attend the meeting. All refunds will be paid after the 2021 Annual Meeting.

We hope to see virtually or hear you at the 77th NCASWCD Annual Meeting.

Samuel Green, Jr.

Samuel Green, Jr.
NCASWCD President 2020

REGISTRATION INSTRUCTIONS:

1. Visit the Annual Meeting website through the above mentioned link
2. Click the "Online Registration" link in the highlights box on the left side of the main screen
3. Fill out registration information – items marked with an * are required
4. After reviewing items to be submitted, click the "Submit" box at the bottom of the screen
5. The message "Thank you for registering" will display
6. A confirmation email / invoice will be sent to the email address you provided
7. Two options for payment are available for 2021:
 - a. Payment by credit card using PayPal
 - i. follow the link provided on the email invoice
 - ii. enter a "Price per item" to match the total amount of your registration selections; leave the Quantity as 1
 - iii. either use an existing PayPal account, or choose "Pay with a Debit or Credit Card" to provide contact details and payment information to check out as a guest
 - iv. you may indicate that your "shipping address" is the same as your "billing address", no items will be shipped
 - v. please do not indicate any "special instructions" in PayPal checkout, but rather, contact meeting organizers directly
 - b. Payment by check
 - i. print two copies of the email invoice (one copy for your files and one copy to return with payment)
 - ii. mail a copy of the email invoice to the address listed:
NCASWCD – Annual Meeting
P.O. Box 27943
Raleigh, North Carolina 27611
 - iii. payment should be mailed within 7 days of registering online, and postmarked by December 15 to avoid cancellation
8. Questions??? Contact Kristina Fischer at 910.352.7771